



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONTRIBUTIONS UNIT SUPERVISOR	33	B	7.263

DEFINITION OF CLASS:

Under direction, Contributions Unit Supervisors direct the activities of a work unit within the Contribution Section of the Department of Employment Security. Incumbents are responsible for implementing policies and procedures to accurately collect and report Federally and State mandated unemployment taxes. This class is expected to exercise full supervisory authority over one or more Contribution Examiners.

DISTINGUISHING CHARACTERISTICS:

This class is not of a series. Incumbents report to the Unemployment Insurance Officer II in the Department of Employment Security.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises the performance of staff in carrying out the function of the work unit. Supervision includes selection, training, work assignment and review, employee evaluation and discipline.

Communicates with supervisors of other units within the department in order to maintain flow of information to ensure proper handling of employer accounts.

Reviews administrative procedures and makes suggestions to supervisor to improve efficiency and effectiveness of service and continued compliance with regulations and law.

Reviews and/or conducts research and investigations into difficult/complex cases including, but not limited to, determinations of employer liability, tax rates, delinquent employer accounts and accounts in collection, and certification to the Internal Revenue Service. Compiles file of information and notifies parties of findings.

Coordinates scheduling of the production of statements with Data Processing Section, reviews output for accuracy, directs the adjustment of employer accounts, and ensure that all time lines are adhered to.

EXAMPLES OF WORK: (Cont.)

Reviews status of all accounts and approves actions to bring all delinquent accounts current including contacting employer to promote compliance with requirements and/or arranging for payment of outstanding liabilities such as installment payment plans.

Maintains accounts by compiling and reviewing reports, identifying and investigating errors and coordinating all necessary adjustments to be made including coordinating with ADP to correct data base and rerun reports to ensure their accuracy.

Reviews and analyzes delinquent employer accounts and accounts in collection to determine if legal action is warranted, calculates monies owed, verifies the accuracy of all information and prepares necessary documents to be filed with the District and/or County Court in order to either initiate or terminate legal action.

Provides assistance to staff on more difficult/complex cases as necessary.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of supervisory techniques including selection, training, motivation, establishing work performance standards, employee evaluation and discipline. Knowledge of State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of all Federal and State rules and regulations regarding unemployment taxation. General knowledge of various types of business enterprises such as sole proprietorship, corporations, partnerships, non-profit groups, etc. Knowledge of the department's automated system to effectively input and retrieve information and coordinate the production of reports and statements. Knowledge of investigative techniques to identify employer assets. General knowledge of the principles, practices and terminology of accounting. Knowledge of Federal bankruptcy guidelines.

Skill in written English sufficient to compose routine business correspondence and reports. Skill in basic mathematical computation (addition, subtraction, multiplication, division) to effectively calculate taxes, assessments and penalties.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent and four years of previous bookkeeping or collections experience involving the interpretation and application of rules, regulations, and laws; OR

II

One year experience as a Contributions Examiner II; OR

III

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.263</u> 07/01/87P
	04/14/87PC
REVISED:	07/01/93P
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